



THE EYES OF FREEDOM: LIMA COMPANY MEMORIAL

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HOSTING GUIDELINES

Thank you for your interest in becoming a host for this remarkable exhibit. Please read the guidelines below and contact us if you have any questions. If you would like to apply to host The Eyes of Freedom Memorial, please fill out an Application on the following pages and send it to us as instructed.

1. **Security** – The Memorial requires a secure environment, not only to honor the memory of our heroes, but also to ensure it is safe from vandalism and theft. Our staff needs to know your surveillance plans.
2. **Space Requirements** – There are 8 panels each measuring 6’ wide x 9’ tall x 4’ deep. In order to have at least 3 feet between and around each panel, the Memorial needs to be displayed in spaces with a minimum of 40’ x 40’ or 20’ x 60’ elongated. Space is also required for our 3 interactive kiosks, each 96” tall, 4’ deep, two at 70” wide, and one at 52” wide. Silent Battle, our bronze sculpture, sits on a 5’ diameter octagonal metal base and is about 4’ tall. Please speak with our staff for guidance. Also, a place is needed to display the 34’ Eyes of Freedom trailer.
3. **Venue Options** – These include college student unions, state capitol buildings, local government buildings, county fairgrounds, art galleries, and High School gymnasiums, among many others.
4. **Lighting** – If your building/enclosure is not equipped with proper lighting, we ask that you provide extra lighting for these special paintings. Lighting is required for evening viewing hours.
5. **Admittance Fees** – There is no fee for the public to see this Memorial at your event. If your event charges admission, there will be no additional charge to view The Eyes of Freedom display.
6. **Volunteers** – We highly recommend the host provide docent volunteers to assist our staff in crewing the Memorial. A minimum of 10 to 12 volunteers is required to set up and take down the Memorial. Our staff is there to provide direction to them for assembling and disassembling the exhibit. Each volunteer needs to be able to carry 50 pounds and arrive promptly at designated times. **Please note: the Memorial depends on your volunteers and cannot be offloaded without appropriate muscle power. If volunteers are not provided during take down after the event, a \$1500 fee will be assessed.**
7. **Set Up** – The exhibit gets set up the evening before public display begins. If room availability prohibits this, a 6-hour window is required between commencing set up and the host’s planned opening.
8. **Entrance** – If no loading dock exists at your venue, double doors leading to the display must have dividers removed.
9. **Signage** – Identifying signs provided by The Eyes of Freedom must be prominently displayed.
10. **Donations** – Please direct individual donors to our website (www.EyesOfFreedom.org) or provide our Eyes of Freedom address: 2561 Jade Court, Grove City, OH 43123. We are a 5103c organization and all donations are tax deductible. *You agree, by hosting us at your event, that we can openly solicit donations.* Additionally, Eyes of Freedom merchandise is available for purchase during all display hours.
11. **Cost** – The host agrees to pay for displaying The Eyes of Freedom Memorial according to the Contract to be signed by both the host and The Eyes of Freedom staff.



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APPLICATION TO HOST THE FULL SIZE MEMORIAL

Please fill out the Application below and either e-mail it to eofoffice@gmail.com or mail it to: Eyes of Freedom
2561 Jade Court
Grove City, OH 43123

<u>Contact Information</u>		Date _____
Host Contact Name _____		
Company or Organization _____		
Address _____		
City _____ State _____ Zip _____		
Phone _____		
E-mail _____		
Web Address _____		
Display Dates Requested	1) _____	Are these flexible? Y N
in order of preference:	2) _____	
	3) _____	
Name of Event _____		

Application Questions

1. How did you hear about The Eyes of Freedom Memorial?

2. Please provide the venue name and full address that you propose for displaying the Memorial.

3. What is the goal of your event and how do you envision The Eyes of Freedom contributing to it?

4. Will there be other exhibits displaying at your event? If so, please name them.

5. Do you have at least 10 - 12 able-bodied volunteers for setting up and dismantling the Memorial?

6. What are the daily public display hours?

7. In what ways will you be promoting your event? (Include social media, radio ads, flyers, tv, etc.)

8. Do you have a prominent place available to display the R+L Carriers' Eyes of Freedom 34 foot trailer during the event?

9. Do you have or are you prepared to seek the funding to cover the cost to display the memorial?
((\$500 non-refundable deposit goes toward balance, travel fee up to \$2,900 varies, \$6,000 exhibition fee.)

Your application will be evaluated by The Eyes of Freedom review committee. We make every effort to respond within two weeks of receipt of applications so we can clarify details and get hosts set up with a contract. We look forward to a successful working relationship with you!